NOA 818 – AUO

Definition: Overtime (AUO) pay is calculated as an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

STEP	ACTION
1	Create the RPA from the Navigation List – Click on **Request for Personnel Actions–>Other Pay** or open the existing 818 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = **818** • Authority Code (use LOV or type it in) = **RMM** *(Reg. 550.151)*
3	Complete the POSITION DATA Tab of the RPA: • Block 20D Other Pay 　　Premium Pay Indicator (use LOV) 　　Administrative Uncontrollable Overtime Amount – *system generated based on input of Premium Pay Indicator above.*
4	Complete the REMARKS AND ADDRESS Tab of the RPA: • Part F – Remarks for SF-50: 　P72　　Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
5	Click on **<Save>** icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFs. Click **<OK>** and **<Save>** after completing each window. **US FED AGENCY DATA** 　　Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct Data and save. **NOA 818 – ADMIN UNCONTROLLED OVERTIME** 　　LEO Position Indicator (use LOV)
7	Close **<Extra Information>** window to return to the RPA.
8	Click on the **<Save>** icon to route the RPA or to Update HR.